



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SUPERVISING ENGINEER

PN# 109470

Department of Public Works & Engineering

Public Utilities Division

Utility Maintenance Branch

611 Walker*

M – F 7:00 AM - 4:00 PM*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides supervision and coordination of technical personnel and projects, or may supervise multiple contracts and projects of extensive monetary value to the City. Provides technical analysis and information to develop solutions and improve systems and plans. Defines objectives, evaluates proposals and makes recommendations for projects. Prepares and reviews contract addendums, reports, plans, projects and design standards. Establishes goals, develops and evaluates performance of personnel and/or projects. Negotiates contracts, evaluates bid documents and assists in selecting bid awards. Conducts on-site project inspections and investigations. Responds to inquiries by departments, consultants, agencies and the general public. Attends meetings and conference.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an approved curriculum in engineering by the State Board of Registration for Professional Engineers with satisfactory standing;
OR
Requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board, and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of active practice in engineering work after graduation from an approved curriculum in engineering, with two of the years as a licensed Professional Engineer, are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires registration as a Professional Engineer in the State of Texas. A specific branch of engineering (such as civil, mechanical, structural, etc.) may be required. A valid Texas driver's license and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to applicants with experience in managing sewer rehabilitation projects; Geographic Information Management Systems (GIMS); Infrastructure Management System (IMS) or a work order tracking system; Microsoft Office Applications (Word, Access, PowerPoint, Excel and Outlook); and has effectively managed and monitored contracts and staff. Must possess excellent oral and written skills and be familiar with TCEQ's requirements.

15 **SELECTION/SKILLS TESTS REQUIRE** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29

\$1,885 - \$2,757 Biweekly\$49,010 - \$71,682 Annually

18 **OPENING DATE**

March 22, 2006

19 **CLOSING DATE**

April 04, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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